

Board of Directors Board Meeting Minutes



Oct. 11, 2022

BOARD MEETING

Ms. Margaret Borgen, board vice president, called the meeting of the Heartland AEA Board of Directors to order at 4:03 p.m.

Board Members Present: Ms. Sheri Benson, Ms. Margaret Borgen, Mr. John Kinley, Ms. Tiara Mays, Mr. Alex Piedras, Dr. Steve Rose and Ms. Margie Schwenk. Mr. Pete Evans arrived immediately following roll call. *Absent:* Ms. Liz Brennan.

Administrative Staff Present: Mr. Kevin Fangman, Ms. Sheila King, Dr. Jon Sheldahl, Mr. Kurt Subra, Ms. Jenny Ugolini and Dr. Kristi Upah.

Approval of Agenda

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve the agenda. The motion passed unanimously.

Work Session

Occupational Therapy Services

Ms. Jordan Bell, a Heartland AEA occupational therapist, discussed how occupational therapists are supporting social, emotional, behavioral and mental health (SEBMH) needs of students. Traditionally, occupational therapists work on fine motor skills but those are difficult to address if student behavior needs are getting in the way. She reviewed several programs and tools agency occupational therapists use to help teachers and students in the classroom including the SMART program (Stimulating Maturity through Accelerated Readiness Training) and fidgets. Board members asked questions about evaluating students and how caseloads are determined.

Chief Administrator's Report and Recent Activities

- **Human Resources Dept. Transition** - Ms. Nia Chiaramonte, Director of Human Resources, will be leaving the Agency at the end of this week. With that transition, Dr. Jon Sheldahl, Heartland AEA chief administrator, will act as the interim Director of Human Resources and have oversight of the department. Ms. Juliette Houseman, Heartland AEA Benefits Specialist, will act as Human Resources Manager while the Agency works to determine a permanent plan for the Department. Dr. Sheldahl continues to meet weekly with HR staff.
- **Iowa Dept. of Education Accreditation Visit** - The Iowa Department of Education held an accreditation visit at Heartland AEA on Sept. 29-30, 2022. The Agency received good feedback from the Department and the Board's involvement in the interview process. They noted that the Board was exceptional and very well informed. They will recommend to the Iowa State Board of Education that the Agency be fully accredited.
- **Heartland Administrators' Association (HAA)** - The monthly HAA meetings have focused on stakeholder engagement. Guest facilitators have included Wixted & Co.; Ron Mirr, who presented a work session about family engagement; and the November meeting will include an update from Dr. Ann Lebo, Director of the Iowa Department of Education, as well as a legislative update.
- **AESA Central Region Symposium** - Dr. Sheldahl attended the symposium. He helped facilitate a session from the IAAEA Synergy group. He attended other presentations that focused on mental health services and what other states are doing to address the issue.

The Board recessed from 5:00 - 5:05 p.m.

Board Meeting

Approval of Minutes from Sept. 13 and 27, 2022

A MOTION was made by Dr. Rose and seconded by Ms. Mays to approve the minutes from Sept. 13 and 27, 2022. The motion passed unanimously.

Public Forum and Correspondence

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Dr. Sheldahl noted that several Heartland AEA staff members presented today at the Iowa Department of Education's Iowa Best Summit, Ms. Susen Schirmer, Dr. Andrea Matheson and Dr. Rebecca Carver. The Department acknowledged them on Twitter.

Discussion Items

Johnston REC Remodeling Project

Dr. Sheldahl and Mr. Kurt Subra, Heartland AEA Chief Financial Officer, presented the timeline for Phase I of the Johnston REC remodeling project. The bid opening will be held on Dec. 6. There will be a mandatory pre-bid meeting. The Board may award the bid on Dec. 13, and construction could begin as early as January. There are some cost pressures but the Agency does have some contingency. The budget is still in range but unsure of costs given the current market.

Second Reading of Board Policy 816

Board members held a second reading of Board Policy 816. Language was included to allow board members to also bid on outdated or surplus equipment, similar to employees. Legal counsel did review and confirm the additional language.

Action Items

Johnston REC Remodeling Project and Notice to Bidders

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve moving forward with the Johnston REC remodeling project and authorize the posting of the notice to bidders as well establishing Tuesday, Dec. 6, 2022, as the bid opening date. The motion passed unanimously.

Level I Investigators

A MOTION was made by Ms. Benson and seconded by Ms. Schwenk to approve the Level I investigators as presented. *(Presented as Heartland AEA employees Susie Bentley, Regional Director; Jadie Boens, Director of Special Programs; Juliette Houseman, Benefits Specialist; and Kristi Upah, Chief Student Services Officer.)* The motion passed unanimously.

Second Reading of Board Policy 816

A MOTION was made by Ms. Borgen and seconded by Mr. Kinley to approve Board Policy 816. The motion passed unanimously.

Consent Agenda

Ms. Borgen reviewed the financial statements and indicated that everything is financially stable. Interestingly, the Agency still has some ARP funds left that will be used for ACHIEVE training to some extent. The Agency's insurance program is in good shape, and premiums were not raised this year; however, we do expect a cost increase next year. A MOTION was made by Mr. Kinley and seconded by Mr. Piedras to approve the consent agenda including payment of warrant numbers 417218 through 417413 and electronic warrant numbers 39916 through 40342. Motion passed unanimously.

- Personnel Report
- Purchase Orders:
 1. Heritage Group, L.L.C. - \$42,896.70
 2. Eclipse Acoustic Solutions - \$20,084.00
 3. Imagine Learning, L.L.C. - \$103,410.00
 4. Apple, Inc. - \$339,453.80
 5. WalkMe, Inc. - \$48,400.00
 6. Iowa Braille and Sight Saving School - \$906,982.20
 7. TNTP Inc./DBA The New Teacher - \$86,035.00
 8. Charles Gabus Ford, Inc. - \$60,550.00

Consent Agenda Continued

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- Sharing Agreement between Heartland AEA and Great Prairie AEA (Laura Williams)
- Service Agreement between TNTP, Inc. and Heartland AEA

Chief Administrator Comments

- If board members wish to attend any of the three upcoming conferences, please notify Jenny Ugolini for registration.
 - IASB Annual Convention, Nov. 16-18, 2022, Iowa Events Center
 - AESA 37th Annual Convention, Nov. 30-Dec. 2, 2022, Atlanta
 - AASA's National Conference on Education, Feb. 16-18, 2023, San Antonio

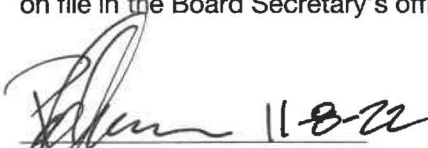
Board Comments

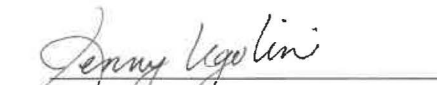
- Dr. Rose updated the Board on the September IAAEA Governing Board meeting. He has been impressed with the work of the IAAEA system and the work taking place.
- Dr. Rose noted that the AEAs will be lobbying legislators to allow AEA board members to substitute teach. AEAs were omitted from the legislation that allowed school board members to substitute.
- IASB Special Delegate Assembly - IASB approved changing the bylaws so they are allowed to join any national school board association.
- Mr. Evans reminded board members to submit their feedback to HYA by Oct. 20. This homework pertains to the chief administrator search.

Adjournment

There being no further business, the meeting adjourned at 5:31 p.m.

Reports and documents and the full text of motions, resolutions or policies considered by the Board at this meeting are on file in the Board Secretary's office, (515) 473-6644, Monday through Friday, 7:30 a.m. – 4:30 p.m.


Mr. Pete Evans
Board President


Ms. Jenny Ugolini
Board Secretary